

## JOB DESCRIPTION

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<b>POST:</b>	Associate Human Resources Officer (Junior Professional Officer)
<b>ORGANIZATIONAL SETTING:</b>	Office of the Executive Secretary, Human Resource Services
<b>GRADE:</b>	P2
<b>RESPONSIBLE TO:</b>	Senior HR Policy and Coordination Officer

### DUTIES AND RESPONSIBILITIES

Under the supervision of the Senior HR Policy and Coordination Officer and in close cooperation with the Human Resources Officer in Staff Administration and the Senior Legal Officer in the Legal Service Section, the incumbent will be responsible for the following duties:

- Provide support to the policy review project jointly led by Human Resource Services and the Legal Services Section;
- Provide support for requests from the Senior HR Policy and Coordination Officer in the interpretation of staff rules and regulations;
- Provide support for ensuring the effective communications of any updates to Staff Regulations and Rules, policies, standard operations procedures, etc.
- Conduct research support on issues related to policies across the UN Common System and pertaining to the International Civil Service Commission (ICSC);
- Contribute to the knowledge transfer and knowledge sharing initiatives of the Human Resources Services and to the further development and documentation of standard operating procedures and work practices to create an environment that emphasizes continuous improvement;
- Contribute to process improvements within Staff Administration Unit and assist in the review of policies and procedures pertaining to staff entitlements, benefits and welfare by making comments/observations and recommendations;
- Perform any other functions, as required by the Staff Administration Unit.

### QUALIFICATIONS

- University degree in business administration, human resources, law or in a related field;
- At least two years of relevant work experience in the field of human resources management preferably in organization system improvement; knowledge of SAP/ERP would be an asset.

### LANGUAGES

- Excellent written and oral communication skills in English are essential. Working knowledge of one of the other official languages of the CTBTO Preparatory Commission is desirable.

### COMPETENCIES

- **Professionalism** – Demonstrates professional competence and mastery of subject matter. Conscientious and efficient in meeting commitments, observing deadlines, and achieving results.

- **Planning and Organizing** – Effectively implements goals that are consistent with agreed strategies; adjusts priorities as requested; allocates appropriate amount of time and resources for completing work; foresees risks and allows for contingencies when planning; monitors and adjusts plans and actions as necessary.
- **Communication** – Speaks and writes clearly and effectively; listens to others, correctly interprets messages from other and responds appropriately; tailors language, tone, style and format to match the audience.
- **Client Orientation** – Identifies clients' needs and establish and maintain effective relationships with internal and external stakeholders.
- **Technological Awareness** - Keeps abreast of developments and relevant technologies applicable to the profession.
- **Teamwork** - Works collaboratively with colleagues to achieve organizational goals; proven interpersonal skills and the ability to listen and work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity.
- **Managing Performance** - Accurately judges the amount for time and resources needed to accomplish a task and matches tasks to skills. Monitors progress against milestones and deadlines.
- **Judgment/Decision making** - Identifies the key issues in a complex situation, and comes to the heart of the problem quickly. Proposes a course of action or makes a recommendation based on all available information.

## LEARNING ELEMENTS

At the end of the assignment, the Junior Professional Officer will have gained and/or enhanced:

- Understanding of key policy and operational issues pertaining to the regulatory framework of the CTBTO.
- In-depth knowledge of HR principles and practices in CTBT, which are transferable and applicable to the UN system.
- Firsthand experience in working on issues related to mapping capacity partners for staffing purposes as a tool to enhance delivery of operational priorities and to increase operational effectiveness in Organization.
- Knowledge of, and expertise in monitoring tools to capture data on talent acquisition initiatives, in order to improve reporting.
- Understanding of the linkages between regulatory compliance and employee engagement.
- Understanding of challenges faced by the CTBT as it harmonizes with the UN Common System and ICSC standards.
- Ability to work effectively in collaboration with entities from across the UN system as well as with key internal and external stakeholders and strategic partners.

## BACKGROUND INFORMATION

The Comprehensive Nuclear-Test-Ban Treaty (CTBT) bans nuclear explosions by everyone, everywhere: on the Earth's surface, in the atmosphere, underwater and underground. The Preparatory Commission for the Comprehensive Nuclear-Test-Ban Treaty Organization with its headquarters in Vienna, Austria is the international organization setting up the global verification system foreseen under the CTBT. The Treaty was established in 1996, has been signed by 187 states, and ratified by 178. The Treaty provides for a global verification regime, including a network of 337 stations worldwide, of which 302 are in operation, a communications system, an international data centre and on-site inspections to monitor compliance.

Human Resources Services (HRS) under the Office of the Executive Secretary (OES) delivers the full spectrum of human resource services, including HR organizational development and planning, talent acquisition and development, performance management, and administration of compensation and benefits.